

Registering for Courses

full video available here: https://youtu.be/8SW0di_NCF0

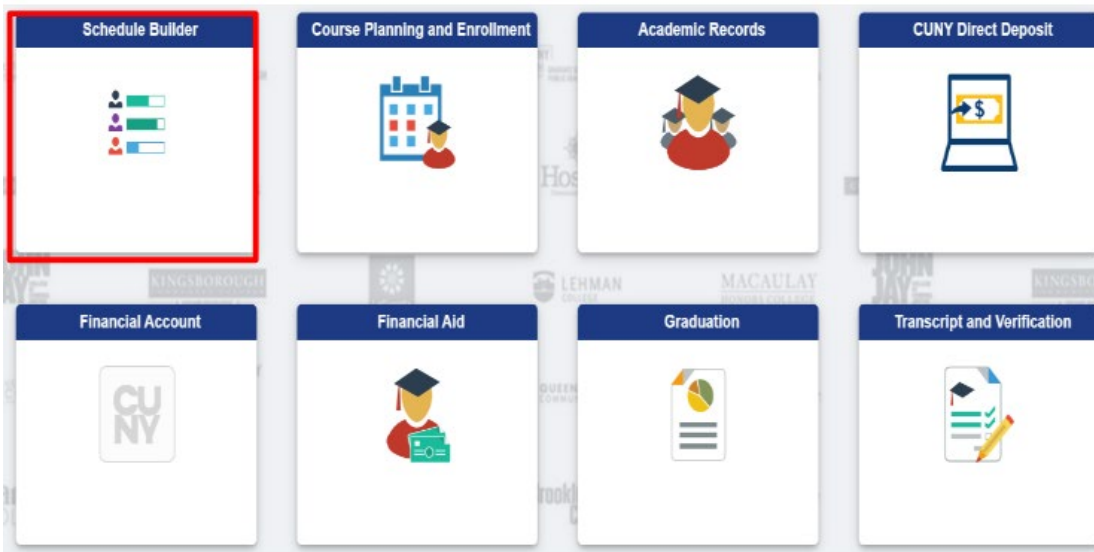
DO NOT access CUNYFirst using mobile apps. *Compatible browsers are Firefox/ Chrome. *Be sure to allow pop-ups.

Log into your CUNYFirst account (<https://home.cunyfirst.cuny.edu>)

On the CUNYFirst Home Menu, select **Student Center**



Select **Schedule Builder**



The Schedule Builder Welcome Page will be visible showing the terms (semesters) available. Choose the term you want to search for classes from the welcome page.

WELCOME

This software will help you find an optimal schedule for the student you are advising.

Select a Term you wish to Enroll for:

2020 Fall

- Not available to the student you are advising since December 20, 2020
- Not available to the student you are advising since December 13, 2020

Open Enrollment Date:
Regular Academic Session Mar 31, 2020

Open Enrollment Dates:
Pre-College Programs Session Apr 20, 2020
Regular Academic Session Apr 17, 2020

2021 Spring

Enrollment Appointments:

- Eight Week - Second Session Feb 5, 2021 11:15pm to Mar 29, 2021 11:59pm
- Winter Session Oct 12, 2020 2:00am to Jan 6, 2021 11:59pm
- Regular Academic Session Oct 12, 2020 10:00am to Feb 18, 2021 11:59pm

Your home college is pre-selected. If not, select the appropriate college.

SELECT COURSES

Colleges: John Jay College (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Select your college and desired instruction modes.

Select Course... Advanced Search

Import My DegreeWorks: DEGREE AUDIT

Next, choose your preferred [instruction mode](#) for your classes. Once finished, you can begin to search for classes.

SELECT COURSES

Colleges: LaGuardia Community College (1/2)

Instruction Modes: All

- In Person
- Web-Enhanced
- Hybrid
- Fully Online
- Online
- Partially Online

SELECT ALL SELECT NONE CLOSE

Begin typing a course code or name that you would like to take.
Example: acco 230, or biol 201

Select Course... Class Number, Title, Instructor... Advanced Search

Import my: DEGREE PLAN DEGREEWORKS AUDIT

CITY UNIVERSITY OF NEW YORK

Then search for the class by entering the subject area, class #, class title or instructor. Use the 'Advanced Search' option to search for classes Based on specific criteria; such as student groups.

Colleges: John Jay College (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Begin typing a course code or name that you would like to take.
Example: ACCT 230, or BIO 201

Select Course
crj

Advanced Search

- CRJ 236**
Victimology
- CRJ 255**
Computer Applications in Criminal Justice
- CRJ 322**
Judicial and Correctional Ethics
- CRJ 420**
Women and Crime
- CRJ 600LD**
NYPD Leadership Program Executive Cohort- Academic Skills I
- CRJ 602LD**
NYPD Leadership Program Executive Cohort- Academic

Advanced Course Search

Courses available online only

Selected colleges only (25)

Academic Career: Undergraduate

Course Subject:

Course Attribute: ASAP

Course Attribute Value:

Requirement Designation:

Session:

Keywords: Class Number, Title, Instructor...

SEARCH

- ART 100**
Introduction to World Art / Basic Drawing / Introduction to the Visual Arts
- BIO 101**
Paced Modern Biology I-A / Introduction to the Science of Biology
- BIO 110**
Principles of Biology / General Biology / Environmental Biology
- BIO 1100**
Human Biology / Human Anatomy and Physiology I
- BIO 111**
Principles in Biology II Laboratory / Human Biology

View selected only

ADD 2 SELECTED COURSES CLOSE

Schedule builder will create the schedule based on the combination of courses that are selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. The generated schedule can be seen in the schedule results.

Colleges: John Jay College (1/26) Select...

Instruction Modes: All Select...

Session: All Select...

Import My DegreeWorks: DEGREE AUDIT

Select Course...
Class Number, Title, Instructor... Advanced Search

- ACC 250** Introduction to Accounting
Try all classes (3)
- CHE 101** General Chemistry I-A
Try all classes (9)
- PAD 101** Introduction to Public Administration
Try all classes (5)

Help

RESULT 1 OF 69

| | Mon Aug 28 | Tue Aug 29 | Wed Aug 30 | Thu Aug 31 | Fri Sep 1 | Sat Sep 2 |
|------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------|--------------------------------|
| 8am | | | | | | |
| 9am | | | | | | |
| 10am | CHE 101 LEC Aug 25 - Dec 20 | | CHE 101 REC Aug 25 - Dec 20 | | | |
| 11am | | PAD 101 LEC Aug 25 - Dec 20 | | PAD 101 LEC Aug 25 - Dec 20 | | |
| 12pm | | | | | | ACC 250 LEC Aug 25 - Dec 20 |
| 1pm | | | | | | |
| 2pm | | | | | | |
| 3pm | | | | | | |
| 4pm | | | | | | |
| 5pm | | | | | | |

Course description is available by clicking the arrow to expand course info. The slider provides details about available seats, class location & instructor.

Once you have chosen a class that works for your schedule, select it on the calendar to pin the class by clicking on it. Schedule builder will create the schedule.

Once you are satisfied with the schedule, click on "Get this schedule" at the bottom of the calendar.

To officially enroll in the selected courses, choose the 'enroll' option next to each course. Then select 'Do Actions'

The screenshot shows a 'Getting Schedule' interface with a table of course options. The table has three columns: 'Class', 'Action', and 'Options'. The 'Action' column contains 'Enroll' buttons for each course. The 'Options' column contains 'None' for ACC 102 and 'You are unable to enroll in this class because you are unable to enroll in this class at this time. The last day of enrollment is 1/24/2020.' for MAT 105 and ENG 101. At the bottom of the interface are two buttons: 'CANCEL' and 'DO ACTIONS'. Red annotations include a circle around the 'Enroll' button for ACC 102, a circle around the 'DO ACTIONS' button, and an arrow pointing from the 'Enroll' button to the 'DO ACTIONS' button.

| Class | Action | Options |
|--|--------|--|
| ACC 102 2020 Spring Term: Jan 27 - May 22 Principles of Accounting II Regular Academic Session Mon, Wed : 6:00 PM to 7:50 PM | Enroll | None |
| LEC M26 40766 Seats: 24/40 Wait List: None Prereq: ACC 101 | | |
| REC W26 40767 Seats: 24/40 Wait List: None | | |
| MAT 105 College Algebra Sat : 9:25 AM to 12:05 PM | Enroll | You are unable to enroll in this class because you are unable to enroll in this class at this time. The last day of enrollment is 1/24/2020. |
| LEC 302 25820 Seats: 32/34 Wait List: None MAT 103 or ACT MATH Placement Part 1 score greater than 34 and Part 2 score between 40 and 57 | | |
| ENG 101 2020 Spring Term: Jan 27 - May 22 College Composition I: Exploration & Authorship-An Inquiry-based Writing Course Tue, Thu : 4:30 PM to 5:45 PM | Enroll | You are unable to enroll in this class because you are unable to enroll in this class at this time. The last day of enrollment is 1/24/2020. |
| LEC 09 9774 Seats: 21/27 Wait List: None Class Attributes: English Composition Reserved seats are being held for Non-Native English Speakers and ESL students. These seats will be released to the general student population on January 24, 2020. Placement into ENGLISH 101 | | |

Your schedule is complete! You are officially registered for classes!